

## ARIZONA STATE PROCUREMENT OFFICE OPPORTUNITIES FOR MINORITY AND WOMEN-OWNED BUSINESSES

Small Businesses are the foundation of our Arizona economy. Minority and women entrepreneurs own 39% of Arizona small businesses. Except for state contract and other special requirements, Arizona laws require that state purchases from \$1,000 to \$25,000 shall be made from small businesses. State agencies are required to seek small business sources each time they obtain purchase quotations. A small business is defined as one with less than 100 employees or less than \$4.0 million in annual sales.

By Executive Order 2000-4, state agencies must request at least one quote from a minority-owned or woman-owned business for purchases of \$1,000 to \$25,000. Governor Janet Napolitano's Executive Order 2003-9 reinforces the previous Executive Order and requires agency compliance and accountability.

### How do I become a state supplier?

- First, register as a state business partner. You may register on-line at <http://sporas.ad.state.az.us> or request and complete a vendor registration form. Be sure to declare your status as a small business and/or a minority or women-owned business when you register.
- Second, visit <http://www.az.gov> web portal and scan the agency directory for potential customers. You can learn much about agency opportunities by visiting agency web sites.
- Third, contact individual agencies and discuss possible business opportunities.

### Will the state purchase my goods or services if I register as a vendor?

By registering as a supplier, you will be notified of opportunities to bid or propose for state contracts. The State Vendor List is not a contract and will not automatically result in sales. Successful business partners market products and services to the state as they would any other large commercial customer.

### How can I market my business to the state?

State agencies are continually seeking solutions and new sources for quality products and services. Agencies seek reliable, competent, economical and timely sources for products and services.

Effective state business partners determine the requirements of state agencies and satisfy those requirements with quality and economy.

- **RESEARCH** - Find out about your agency customer through the AZ.GOV web portal. What is the agency's mission? What products or services are they likely to need and buy? Who is responsible for purchasing?
- **CONTACT THE AGENCY** - Call or e-mail the agency buyer or decision maker and briefly describe your company's products and services.
- **PROVIDE PRODUCT OR SERVICE INFORMATION** – Send your business card, line cards and product literature.
- **ASK QUESTIONS** – Ask about agency challenges, product and service requirements and supplier expectations. Do a needs assessment relating to your products and services.

- **OFFER SOLUTIONS** - Describe how you can help the agency or add value. Agencies are looking for solutions. Agency buyers must satisfy agency customers seeking quality and economy. Explain how your product or service provides a better value for the agency.

- **CONTINUE TO CALL ON THE AGENCY** Keep the agency informed about new products and services.

- **ASK FOR FEEDBACK**

### How does the state decide which business to purchase goods and services?

The state purchases goods and services and construction from businesses through verbal quotations, written quotations, Invitation for Bids, and Requests for Proposals depending on the value of the transaction.

### What procedures are used for state purchases?

- For purchases of less than \$1,000, buyers use their best judgment to select the most appropriate product and source.
- For purchases of more than \$1,000 and less than \$10,000, buyers will contact at least three suppliers for oral or written quotes.
- For purchases of more than \$10,000 and less than \$35,000, buyers request written quotes through an electronic notification system. These opportunities are advertised on the State Procurement Office web site, <http://sporas.ad.state.az.us>.
- For purchases estimated to cost more than \$35,000, all registered suppliers are invited to submit bids or proposals. These opportunities are advertised on the State Procurement Office web site, <http://sporas.ad.state.az.us>.

### Can I review the bids/proposals that have been submitted?

After a contract is awarded, suppliers are encouraged to view the procurement file, by appointment.

### What if I have questions or concerns regarding procurement opportunities?

Preparing bids or proposals can be challenging. If you have difficulty responding or if you encounter other problems when marketing to the state, contact the agency decision maker or the Arizona State Procurement Office. If for any reason you believe you are not being treated fairly, contact the Arizona State Procurement Administrator.

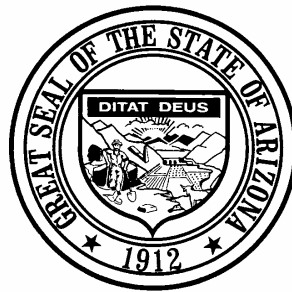
### Ideas or Suggestions?

The Arizona State Procurement Office continuously seeks to improve how we serve our customers and our business community. Your ideas and suggestions are always welcome. Send your comments or suggestions to [rules@ad.state.az.us](mailto:rules@ad.state.az.us).

### Visit the AZSPO Website!

Find out more about our State Procurement Community by visiting our AZSPO website at <http://sporas.ad.state.az.us> By visiting our website, you can:

- Register on line
- View current contracts and future contracting opportunities
- Download a copy of our laws, rules and contract terms and conditions; and
- Find contacts to market your products and services

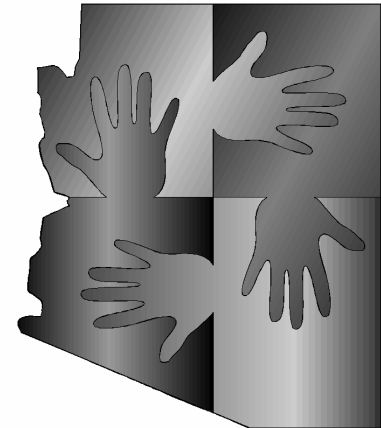


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# Arizona State Procurement



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